



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of March 17, 2014

**Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.**

We are currently accepting applications for the following positions. Apply online at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). Further information can be obtained at the Human Resources Department, 250 South 4<sup>th</sup> Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

### OPEN POSITIONS

**Administrative Analyst II - Exam #21406 – Annual Salary \$49,776 - \$68,825**

This position is within the Minneapolis Police Department's Research and Development Unit and is an Exempt position. The primary function of this position is researching and drafting department policy. Other functions include researching and analyzing various departmental operations and making recommendations for improving efficiency and implementing cost saving measures. **Qualifications:** Three (3) years of experience performing closely related duties AND a Bachelor's Degree in Public Administration, Business Administration or a related field. An equivalent combination of education and closely related experience in a similar environment may be considered. Applicants are required to follow the application process outlined in the full job announcement. Resumes alone will not be accepted in place of an official application.

**Applications accepted March 17, 2014 through March 28, 2014.**

**Assistant Manager Parking Systems – Exam #21399/\$75,326.00 - \$82,311 annually**

This position leads and oversees the daily operations and staff of the assigned municipal parking system business unit, direct and perform analysis and reporting of utilization and financial data, and manage all third-party contractual relationships. There are three (3) parking business units: Off-Street Parking, On-Street Parking and Impound Lot/Towing and they work as a collaborative team lead by the Parking Systems Manager. Currently, there are two (2) vacancies that exist: \*\*\* The On-Street Parking area manages all curb side facilities including 7,400 parking meters, signed parking, loading zones, bicycle parking, transit stops, etc. \*\*\* The Off-Street Parking area includes 17 parking ramps and 7 lots, encompassing over 24,500 off-street parking spaces. The Assistant Manager for the Off-Street Parking area will include a transition period with the current incumbent. Bachelor's Degree in Civil Engineering, Accounting, Business Administration, Public Administration or a related field – and Five (5) years of relevant professional experience with some supervisory or management experience. An equivalent combination of education and experience may be considered. **Applications accepted through March 28, 2014.**

**Automotive Mechanic – Exam #21403/\$24,859 - \$25,939**

The City of Minneapolis is seeking a Mechanic with the ability to perform mechanical repairs/preventive maintenance on City vehicles involving work with complex electrical systems, hydraulic systems, fuel systems, anti-lock brake systems, etc. Will involve working 3<sup>rd</sup> shift. Requires: Successful completion of an 18 to 24 month vocational course in vehicle maintenance/repair or equivalent and able to receive DOT Inspection Certificate within 1 year of employment. Also requires three (3) years of motor vehicle/equipment repair experience, which has included one (1) year with medium or heavy-duty vehicles and diesel engines. An equivalent combination of training and experience may be considered. Will be required to provide own hand tools and is subject to medical and drug test. Wage adjustments added for shift deferential and ASE Certification. For a complete job description and application procedures go to <http://www.ci.minneapolis.mn.us/jobs> Phone 612-673-2282. **Applications accepted through March 21, 2014.**

**Electrician – Exam #21415/Hourly Salary \$37.51**

The applicant hired for this position will install electrical services and maintain electrical systems and equipment in accordance with Federal, State and City Codes and Ordinances. \*\* The current vacancies are with the Public Works Traffic & Parking Services Division. This eligible list may be used for future openings/vacancies that may occur. This position will require working weekdays, weekday evenings, weekends and holidays with work days and hours that will vary. **QUALIFICATIONS:** One (1) year of electrical experience as a licensed Journeyman Electrician; State of Minnesota Class A Journeyman Electricians License, or better. A copy of your Journeyman Electricians License **MUST** be submitted with your application materials. Possess and continue to maintain a valid Driver's License. Apply online at [www.ci.minneapolis.mn.us](http://www.ci.minneapolis.mn.us) **Applications accepted through Friday, March 28, 2014.**

**Foreman, Electrician (Master) - Exam# 21384/hourly salary \$38.64 - \$40.93**

The Public Works Administration Division is looking for an experienced Foreman Electrician (Master) to supervise, coordinate and participate in the work of skilled employees engaged in the maintenance, repair, and installation of electrical, instrumentation, and communication equipment, systems, and facilities. Apply for electrical permits for work conducted by the Minneapolis Division of Water Treatment & Distribution Services. **Qualifications:** High School Diploma or equivalent. Three years' experience as a Master Electrician. Minnesota Class A Master Electrician's License. Designation as Responsible Master Electrician for the Division of Water Treatment & Distribution Services within the Minneapolis Department of Public Works filed with State of Minnesota (within 30 days of hire). Valid Driver's License. Background check/drug and alcohol testing. **Applications accepted through Tuesday March 18, 2014.**

**FORENSIC SCIENTIST I (VIDEO ANALYST) – (Exam#21412) – Hourly Salary: \$20.19 - \$27.88**

This position will train under a qualified Forensic Scientist to become proficient in Forensic Video Analysis. **Qualifications:** Bachelor's Degree in a Physical Science, Criminal Justice, Multi Media or equivalent. Must have and maintain a valid driver's license while employed. **Applicants are required to follow the application process outlined in the job announcement as resumes alone will not be accepted. For a complete job announcement including job duties, requirements and how to apply please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). Open for application through Friday, April 4, 2014.**

**Legal Support Specialist- Civil Division -- Exam # 21411 -- Hourly Salary Range: \$17.02 up to \$23.73**

Perform clerical and technical work which directly supports City Attorney legal work for Client Services and Litigation attorneys involved in providing legal advice to elected officials and City departments, and defending the City against legal claims. Process complex contracts and associated documentation, other legal documents, and general correspondence; manage attorney schedules and perform day-to-day office support duties. Requirements: HS Diploma; two (2) years of related experience; and responses to the Screening Questionnaire. Legal training, legal experience, and clerical experience in a legal environment preferred. An equivalent combination of related education/experience may be considered. **Applications accepted March 17, 2014 through March 28, 2014.**

**Manager Special Projects & Business Support -Job Opening #21382/Salary \$84,469 -\$93,394**

This position is responsible for business planning, assess management, budget development and oversight of professional staff engaged in providing technical support and business information services support to the Water Treatment & Distribution Services Division of the Public Works department. **QUALIFICATIONS:** Bachelor's Degree in, Public Administration, Economics, Business Administration, Accounting or equivalent. Six years of related experience performing progressively responsible professional managerial duties. An equivalent combination of education and experience may be considered. **Applications accepted through March 21, 2014.**

**PeopleSoft Engineer, DBE – Exam #21283 Salary: \$62,877-\$86,539, with a market rate adjustment of up to \$25,000 may be considered.**

The City of Minneapolis is accepting resumes for a **PeopleSoft Administrator (Database Engineer)**. This is a full-time position in the Enterprise Resource Planning (ERP) Division of the Information Technology Department. The Database Engineer provides IT services to the Human Resources, Finance, and related City departments. This position is responsible for technical administration related duties for multiple PeopleSoft environments. **Qualifications: Experience-** six (6) years of experience performing similar duties. **Education-** A Bachelor's degree in Computer Science, Management Information Systems, or closely related field. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted Thursday, October 3, 2013 until candidate pool has been established, determined by HR.**

**Public Works Safety Specialist – Exam #21405 -- Salary \$49,257 - \$68, 169/ Annually**

The current vacancy is in the Public Works Administration/Safety Division. Assist in maintaining compliance with all Federal, State and Local regulations and mandates to ensure safe working conditions and practices through leadership, activity monitoring and training. **Qualifications:** Associate's Degree in a related field; and ,Three (3) years of relevant work experience, two (2) years of which has included relevant work related to the position (e.g., safety training, inspections and program evaluation and assessment as well as construction and work zone safety). An equivalent combination of training and experience may be considered. Possess, and continue to maintain, a valid driver's license by date of hire. Background check. **Applications accepted through Friday, March 28, 2014.**

**Senior Applications Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616**

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications: Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

**Senior Applications Analyst – Exam #21277 Annual Salary: \$64,386 up to \$88,616\*Market adjustment may apply**

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department.

The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments. **Qualifications:** **Required Education:** Bachelor's degree in Computer Science, Management Information Systems, or a closely related field. **\*Note:** Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** At least six (6) years of experience required, which have included application development and support, including at least four (4) years of experience performing duties similar to those described above and using specific technical tools. Prior experience as a Lead Developer / Administrator of PeopleSoft FSCM, (with ideally version 9.x experience) is required. Prior experience in PeopleSoft installations, upgrades, & new releases - including Fit/Gap analysis and retrofitting is required. Proficiency with PeopleTools (ideally 8.49 or better), PeopleCode, and other tools (SQR, Application Engine, Messaging, Component Interfaces, etc.) is required. **Equivalency:** An equivalent combination of related education/experience may be considered. **Anyone may apply. Applications accepted until candidate pool has been established, determined by HR.**

**Senior Applications Analyst – IT Security Analyst – Exam #21407 / Annual Salary: \$64,386 up to \$88,616**

Function as the key person supporting the information technology security program, taking responsibility for system administration, configuration, maintenance, support, testing and documentation. Develop and administer security awareness and education. Draft and maintain policy, procedures and standards library. Function as lead worker over other IT staff assigned to information technology security support activities, scheduling assigning and reviewing work product. **Qualifications:** **Required Education:** Bachelor's Degree in Management Information Systems, Software Engineering or equivalent. **Required Experience:** Six (6) years experiences in a software development, IT project management, IT systems/business analysis or application support and maintenance role in the Information Technology department of a mid-to-large enterprise. **Equivalency:** An equivalent combination of related education/experience may be considered. **Resume: REQUIRED.** You must submit your resume along with the required, official City application. Without an official City of Minneapolis application, your application will be deemed as incomplete. **Applications accepted through Wednesday, March 19, 2014.**

**Senior Financial Analyst #21416 Annual Salary: \$56,024 up to \$77,387**

Perform complex financial studies and make long- and short-term financial projections. Develop labor-costing models, including simulations of changes to salaries, benefits and other contract items. Prepare the budgeting system for the upcoming year. Provide functional support for Cognos and/or other budgeting software. Provide team leadership and strategic advice to City department heads/managers, using a high degree of independence and discretion. Conduct research projects. Support and promote the value-added role of the Management and Budget Division of the Finance and Property Services Department. **Qualifications:** **Education-** Bachelor's Degree in Business or Public Administration, Accounting, Economics or Public Policy or a closely related field (any of which must have included accounting coursework or government accounting seminar[s]). **Experience** Three (3) years of experience in accounting, finance, economics, or public policy. An equivalent combination of education and experience may be considered. To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Open March 17, 2014 through April 4, 2014.**

**Senior Project Coordinator (CPED) – Exam #21408 / Annual Salary \$65,059 up to \$82,212**

The City of Minneapolis seeks a housing development professional to coordinate the financing and development of housing development projects in Minneapolis. This staff position is also responsible for managing assigned housing development projects, various public financing programs, assisting with private investment in the development and presenting all aspects of the project to the various stakeholders, including applicable City Council Committees. **Education-** Bachelor's Degree in business administration, political science, public administration, economics, real estate, urban planning or a related field. **Experience-** Five or more years of housing development, real estate development, or community development experience, or equivalent. An equivalent combination of related education and experience may be considered. Applicants with Housing Finance Professional I certification from the National Development Council or comparable housing development certification are preferred. **To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). Applications accepted through Monday March 24, 2014.**

**Senior Public Health Researcher- Epidemiologist- Exam #21397 Salary: \$56,024-\$77,387**

The Regulatory Services Division is seeking for a Senior Public Health Researcher-Epidemiologist. The purpose of the position is to develop and maintain databases, conduct research, quantitative data analysis and surveillance activities related to public health. Under limited supervision, initiates and leads the planning, design, and implementation of epidemiologic and research studies, including database development and management, analysis, and reporting of findings. Minimum qualifications: Education- Master's degree in biostatistics, epidemiology, statistics, health geography, or closely related field. Experience- two years of experience in public health research or surveillance including data management and analysis, a closely related field, or relevant community experience. **Applications accepted through Thursday, March 20, 2014.**

**Software Engineer II (Business Intelligence Engineer – Cognos) – Exam #21347 / Annual Salary \$64,386 up to \$88,616**

There is currently one (1) exempt, full-time vacancy to be filled in the IT Department. **POSITION SUMMARY:** The Business Intelligence Engineer (Cognos) will work within the Enterprise Data Management Program to design, develop, test, maintain and support data analytics and reporting solutions. The individual will work within the Information Technology (IT) team representing solutions and data architecture, business analysis, and database administration. The individual will provide development and support of Cognos Business Intelligence. **Primary Responsibilities:** Responsible for analysis and integration enabling technology, existing application/infrastructure and commercial off-the-shelf products consistent with business requirements and software specifications. Responsible for designing/configuring new solutions and enhancing / upgrading existing systems. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Required Experience:** Six (6) years of combined relevant experience in the following: 1) Cognos 10 Suite: Framework Manager, Report Studio, Analysis Studio, Metric Studio, 2) ETL tools and technologies, 3) Cognos or similar BI product, Web, OLAP Services and Microsoft Office, 4) Database design and development preferably using both MS SQL Server and Oracle DBMS. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. **Applications accepted until candidate pool has been established, determined by HR.**

## CITY EMPLOYEES ONLY

### **Commercial Meter Service Worker – Exam #21367/Salary \$19.88 - \$25.40 hourly Promotional – City Council Departments**

To provide “one stop” customer meter service for large consumption accounts in the installation, testing, repair and maintenance of high volume revenue producing large or compound meters and telephone or radio controlled AMR systems. **Qualifications:** High School Diploma or equivalent. One (1) year of experience performing duties similar to the job duties of this position. Please visit the City’s website at [www.minneapolismn.gov](http://www.minneapolismn.gov) to view the complete job posting. Must possess and continue to maintain a valid Driver’s License. **Applications accepted through March 21, 2014.**

### **District Fire Chief – Exam 21391/Salary Bi-weekly \$3,199 up to \$3,472**

This position is the mid-level supervisor who manages and supervises a Fire District, taking responsibility for assigned stations and personnel, under dangerous, close, and stressful working conditions. **REQUIREMENTS:** Current, permanent member of the Minneapolis Fire Department with at least five years’ experience as a Fire Captain. A two year college degree in Fire Science, Fire Administration, and/or Business Administration is preferred. **Applications accepted through March 28, 2014**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.